

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 01-06  
Subject: Incentive Awards

Effective Date: 8/31/04

Revision Date: 07/29/13

**I. Policy Statement**

The Division shall follow Department Policy 02-08, in recommending and awarding incentive awards. Incentive Awards are not to be given in lieu of merit increases.

**II. Rationale**

This policy is to further define the process the Division shall use in implementing an Incentive Awards Program within Department policy 02-08. Division Incentive Award Program goals are:

- A. acknowledge staff who deserve recognition;
- B. reward staff for exceptional work;
- C. motivate staff to perform at a higher level of quality;
- D. ensure equity and impartiality in the administration of awards.

**III. Procedures**

- A. An Incentive Award nomination may be initiated by any Division staff and may be precipitated by individuals outside of the Division who have direct knowledge of the achievement of the staff being nominated.
  - 1. Incentive Awards will be given for grander performance, projects that are sustaining, or continued exemplary performance during the year.
  - 2. Incentive Awards may be in the form of administrative leave or monetary awards (\$100 - \$500 increments).
- B. Administrative leave shall be granted in accordance with Department policy 02-08.
  - 1. Recommendations for administrative leave up to eight (8) hours shall be submitted to the nominee's Program Director (PD).
  - 2. Only the Division Director, Deputy Director or Program Directors may approve administrative leave up to eight (8) hours, with maximum of 24 hours annually.
  - 3. Recommendations for administrative leave for over eight (8) hours shall be submitted to the Division Director for review and recommendation to the Department Executive Director.
  - 4. Only the Department Executive Director may approve administrative leave for over eight (8) hours.
  - 5. Administrative leave shall not exceed 24 hours per person per fiscal year.

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- C. Cash award nominations shall be submitted to the Division Incentive Awards Committee. The committee may approve awards up to \$500 per occurrence. The Department Executive Director must approve any nomination over \$500 per occurrence or nominations totaling more than \$500 in a fiscal year for an individual employee.
1. Each program area (Correctional Facilities, Rural Programs, Community Programs, Early Intervention Services, and Administration) of the Division will have one representative on the Incentive Award Committee.
    - a. Individual members shall be appointed to serve on the committee by the individual program's PD and, in the administrative office, by the Division Director.
    - b. The committee members shall serve for one (1) year terms except for the first term, where three (3) members will be appointed for eighteen (18) months.
    - c. The committee shall select a Chairperson to coordinate the committee's activities. The committee chairperson will be eligible for the position after having served as a committee member for a minimum of 6 months, and will act as Chair for a one year term.
  2. The committee shall decide on merits or recommendations and classification of awards based on the Department's Incentive Award Policy.
    - a. The committee may refer the nomination back to the nominator or may research beyond the description accompanying the nomination, if it feels that more information is needed to make a decision.
    - b. The committee shall meet at least quarterly to consider nominations.
    - c. The committee Chairperson shall be responsible to disseminate information regarding award nominations, determinations, and to elicit and provide feedback to management.
    - d. The committee Chairperson is responsible for documenting meetings and decisions based on the Department's Incentive Award Policy.
    - e. The committee shall review all submitted nomination forms to ensure adherence to Division Incentive Award Policy and Procedure.
    - f. The Division's Administrative Assistant, at the direction of the committee Chairperson shall return nominations with documentation to the Program Director (PD) if there is an adjustment to the original request.
    - g. After Division Director's approval/signature, it will be the responsibility of the Division's Administrative Assistant, at the direction of the committee, to forward appropriate paperwork, to the nominee's PD. The PD will, in turn, distribute the award in a manner they deem appropriate.

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- h. The Division's Administrative Assistant shall keep all Division Incentive Awards Committee documentation for a period of two (2) years at the Division's Administrative Office.
- 3. All nominations shall have the nominee's supervisor's input and signature. If approved, the supervisor shall forward the nomination form to the appropriate APD. The supervisor shall maintain rejected nominations and documentation for a period of one (1) year.
- 4. The APD shall coordinate distribution of nominations to the respective PD for their review prior to it being submitted to the Division Incentive Award Committee.
  - a. The APD shall provide a list of all nominations to the respective PD for their review prior to it being submitted to the Division Incentive Award Committee.
  - b. The PD shall submit the nominations to the Division Incentive Awards Committee through the Division Administrative Assistant.
  - c. The APD may review nominations for consistency with their administrative team prior to submission to the Division Incentive Awards Committee.
- D. The nomination shall be made as soon as possible, but no later than six (6) months from the date of occurrence, completion or action for which the staff is being nominated.
  - 1. Nominations may be submitted at any time during the fiscal year, but need to be submitted no later than May 1, to be considered for that fiscal year.
  - 2. Money will be awarded as funding becomes available, and priority will be given to those submitted first.
- E. Recommendation for Incentive Awards shall be submitted on a Division of Juvenile Justice Services Incentive Award Nomination Form.
  - 1. The nominator and the nominee's direct supervisor must complete the above mentioned form.
  - 2. Forms must be complete and typed to be considered for an award. Justification for the award shall be typed as a separate document and attached to the form.

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3. Supervisor's input and signature are required prior to submission to the APD and review by Incentive Awards Committee.
  4. Nominators shall identify the criteria for the award by checking the appropriate box on the Division of Juvenile Justice Services Incentive Award Nomination Form.
- F. The supervisor, Incentive Award Committee, PD and APD shall not divulge any information to the nominee nor nominator before the process is complete.
- G. Division Recognition Awards require approval of the Division Director before notification is given to the staff.
- H. Department Recognition Awards require approval of the Department Executive Director before notification is given to the staff.
- I. The office support staff required to submit payroll and HR actions shall make sure permanent records of all awards are placed in the staff's personnel file.
- J. Documentation and Tracking
1. Cash and administrative leave awards approved by the Division Incentive Awards Committee shall be documented and tracked by the Division's Administrative Assistant. Information will include: nominee, nominator, facility, requested amount, and brief description of the reason for the award (details on the nomination form).
  2. The receipt and use of administrative leave awards approved by the Division Director, Deputy Director or Program Directors shall be documented and tracked. Information will include: nominee, nominator, facility, leave awarded, and brief description of the reason for the award (details on the nomination form). Records shall be submitted to the Administrative Services Director quarterly. The staff has one (1) year to utilize leave from the time leave was awarded unless stipulated otherwise.

#### **IV. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

07/29/13

Signature Date



Susan Burke, Director  
Division of Juvenile Justice Services

07/29/13

Signature Date